

**TOWN OF MANSFIELD
PERSONNEL COMMITTEE**

**Monday, October 15, 2012
Conference Room B, Audrey Beck Municipal Building
Minutes**

Members Present: Deputy Mayor Toni Moran (Chair), Denise Keane, Paul Shapiro, Mayor Elizabeth Paterson (ex-officio)

Other Council Members Present: David Freudmann

Staff Present: Maria Capriola, Assistant Town Manager, Matthew Hart, Town Manager

The meeting was called to order at 6:01 p.m.

1. PUBLIC COMMENT

None.

2. APPROVAL OF MINUTES

The meeting minutes of 10/1/12 were moved by Keane, seconded by Shapiro and unanimously approved as presented.

3. PENSION/RETIREMENT BENEFITS

Defined benefit and defined contribution pension programs were further discussed. By consensus the Committee agreed that its primary objective is to support CCM's lobbying efforts (to affect legislative change at the state level) to increase the employee contribution to MERS.

4. REVIEW OF TOWN MANAGER PERFORMANCE REVIEW (FORMS & PROCESS)

Members concurred that the 360 degree evaluation will be conducted once every three years, in the third year of the Town Manager's employment contract. The Council will not conduct an internal 360 degree process in the years in which the Town Manager's ICMA credentialing process occurs. For future years the following rating scale will be used: Exceeds Expectations, Meets Expectations, and Needs Improvement.

5. EXECUTIVE SESSION – TOWN MANAGER PERFORMANCE REVIEW

Keane made the motion seconded by Shapiro to enter into executive session; motion passed unanimously. Moran, Keane, Shapiro, Paterson and Hart entered into executive session at 6:56 p.m. Hart and Paterson left the executive session at 7:05.

Members left executive session at 7:06 p.m. Keane made the motion, seconded by Shapiro, to recommend to the Town Council that the Town Manager's FY 2012-2013 annual salary be \$138,405.11. Motion passed unanimously.

Meeting adjourned at 7:08 p.m.

Respectfully Submitted,
Maria Capriola, MPA
Assistant Town Manager, Town of Mansfield